



U.S. General Services Administration

**General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List**

**GSA Schedule for Office Imaging & Document Solutions
FSC Group 36**

Special Item Numbers

51-504 – Records Management Services

History Associates Incorporated

300 N. Stonestreet Avenue

Rockville, MD 20850

Phone: (301) 279-9697 Fax: (301) 279-9224

Internet Address: www.historyassociates.com

Business Size:

Small Business

Contract Number:

GS-25F-0038T

Period Covered by Contract: September 13,

2012 through September 12, 2017

On-line access to contract ordering information, terms and conditions, and up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!* A menu-driven database system. The INTERNET address *GSA Advantage!* is www.GSAAdvantage.gov.

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CUSTOMER INFORMATION

- 1a. Authorized Special Item Number (SIN). Pricing for offered SINs begins on page 5.
51-504 – Records Management Services
- 1b. Lowest priced model number and lowest unit price for that model for each SIN awarded in the contract: See pricing on page 5
- 2. Maximum order: \$1,000,000
- 3. Minimum order: \$100.00
- 4. Geographic coverage (delivery area): Worldwide
- 5. Point of production (city, county, and state or foreign country): The United States of America
- 6. Discount from list prices or statement of net price: Prices listed herein are net
- 7. Quantity discounts: None
- 8. Prompt payment terms: None, Net 30 Days
- 9a. Notification that Government purchase cards are accepted below the micropurchase threshold (\$2,500)
- 9b. Notification that Government purchase cards are accepted above the micropurchase threshold (\$2,500)
- 10. Foreign items (list items by country of origin): Not Applicable
- 11a. Time of delivery: As negotiated between the Contractor and the Ordering Activity
- 11b. Items available for expedited delivery: Not Applicable
- 11c. Overnight and 2-day delivery: Not Applicable
- 11d. Urgent Requirements: Not Applicable
- 12. F.O.B. Point: Destination to the 48 contiguous states and Washington D. C. and port of exit to Alaska, Hawaii and Puerto Rico.
- 13a. Ordering address:
History Associates Incorporated
300 N. Stonestreet Avenue
Rockville, MD 20850

Phone: (301) 279-9697
Fax: (301) 279-9224

- 13b. Ordering Procedures: For supplies and services, the ordering procedures, and information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address:
- History Associates Incorporated
300 N. Stonestreet Avenue
Rockville, MD 20850
- Phone: (301) 279-9697
Fax: (301) 279-9224
15. Warranty provision: Not Applicable
16. Export packing charges: Not Applicable
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level): None
18. Terms and conditions of rental, maintenance, and repair: Not Applicable
19. Terms and conditions of installation: Not Applicable
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not Applicable
- 20a. Terms and conditions for any other services: Not Applicable
21. List of service and distribution points: Not Applicable
22. List of participating dealers: Not Applicable
23. Preventive maintenance: Not Applicable
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not Applicable
25. Data Universal Number System (DUNS) number: 037704574
26. Notification regarding registration in the System for Award Management (SAM) database. Registered, expires 8/8/2015. CAGE Code: 9Y474

HISTORY ASSOCIATES INCORPORATED'S

AUTHORIZED GSA SCHEDULE CONTRACT PRICING

SUBSTITUTIONS

HAI reserves the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.

1. One year of experience is the equivalent of one year of education.
2. One year of education is the equivalent of one year of experience.
3. Certification related to the technology is equivalent to two years of experience or education requirement.

SENIOR ASSOCIATE SERIES

Senior Associate III

GSA PRICE \$183.46

Minimum/ General Experience: Expert in archives and/or records management with extensive knowledge of professional concepts, processes, and issues. Minimum experience of 15 years at a senior level with archives and records management implementations and research initiatives. Experience planning and managing large-scale or complex programs and demonstrated ability to set and maintain overall direction for a program; to control overall scope, budget, and schedule for complex, multi-project programs.

Minimum Education: MA/MLS

Responsibilities:

- Develops project strategies.
- Oversees the identification of alternative approaches and implications thereof and the development of innovative solutions to complex problems.
- Reviews feasibility studies, concept formulation, design, development, implementation, operation and maintenance of various systems, equipment, and procedures.
- Functions as a technical expert.
- Serves as a senior member of consulting teams.
- Analyzes and interprets data.
- Develops, or participates in the development of assignment methodology.
- Provides management and technical direction for problem definition, analysis and requirements development and implementation for complex situations in the subject matter area.

Senior Associate II

GSA PRICE \$150.26

Minimum/ General Experience: Expert in archives and/or records management with extensive knowledge of professional concepts, processes, and issues. Minimum experience of 10 years at a senior level with archives and records management implementations and research initiatives.

Minimum Education: MA/MLS

Responsibilities:

- Participates in the development of project strategies.
- Functions as a technical expert
- Serves as a senior member of consulting teams.
- Analyzes and interprets data.
- Participates in the development of assignment methodology.
- Participates in the design of tools and systems for projects.
- Works with project team to interpret project requirements and specifications.
- Provides management and technical direction for problem definition, analysis and requirements development and implementation for complex situations in the subject matter area.

Senior Associate I

GSA PRICE \$134.43

Minimum/ General Experience: Eight years of progressive technical experience in complex projects, including at least 4 years in managing complex projects in archives and records management. Knowledge of professional archives and records management standards and practices including records appraisal, vital records, records retention and disposition, federal archives and records management procedures, records surveys and inventories, archival arrangement and description, and preservation.

Minimum Education: Master's degree in library science or a related field with archival coursework.

Responsibilities:

- Manages substantial contract support operations, including multiple projects.
- Organizes, directs, and coordinates all phases of the contractor's contract support activities.
- Communicates orally and in writing with all levels of management for planning and control of projects.
- Reviews and recommends appropriate software and hardware systems for records management and retention.
- Meets with government management personnel and contract managers.
- Determines contract costs, and ensures conformance with standards.
- Assigns, schedules, and reviews work of subordinates.
- Explains policies, project objectives, and specific goals of the contractor organization to subordinates.
- Formulates and reviews task order plans and deliverable items, and determines and negotiates standards.
- Reviews products for accuracy and adherence to design and user standards.
- Verifies program documentation to comply with government standards and requirements.
- Assures that projects are completed in accordance with pre-set time schedules.

SENIOR ARCHIVIST/RECORDS MANAGER SERIES

Senior Archivist/Records Manager III

GSA PRICE \$116.02

Minimum/ General Experience: Extensive knowledge of archives and records management concepts, processes and techniques including records appraisal, vital records, records retention and disposition, federal archives and records management procedures, records surveys and inventories, archival arrangement and description, and preservation. Minimum 8 years of progressive experience with current archives and records management implementations and research initiatives. Excellent project management skills with at least 4 years experience in managing complex archives and records management projects.

Minimum Education: Master's degree in library science or a related field with archival coursework.

Responsibilities:

- Develops, plans, organizes, and leads major segments of and/or entire consulting projects.
- Determines technical objectives, defines data requirements and methodology, and recommends staffing levels and schedules.
- Reviews and coordinates the progress of other team members, taking corrective action as appropriate.
- Responsible for all and/or major segments of multiple project output and deliverables.
- Writes and edits descriptive tools, manuals, reports, training materials, presentations, proposals and other technical documents.
- Researches, analyzes, and composes technical data for clarity, brevity and appropriate style and terminology.
- Reviews and performs technical editing for organization, format, consistency, quality, layout and preparation for production, accuracy of content and conformance to established standards.

Senior Archivist/Records Manager II

GSA PRICE \$100.24

Minimum/ General Experience: Extensive knowledge of archives and records management concepts, processes and techniques including records appraisal, vital records, records retention and disposition, federal archives and records management procedures, records surveys and inventories, archival arrangement and description, and preservation. Minimum 8 years of progressive experience with current archives and records management implementations and research initiatives. Excellent project management skills with at least 4 years experience in managing complex archives and records management projects.

Minimum Education: Master's degree in library science or a related field with archival coursework.

Responsibilities:

- Develops, plans, organizes, and leads major segments of and/or entire consulting projects.
- Determines technical objectives, defines data requirements and methodology, and recommends staffing levels and schedules.
- Reviews and coordinates the progress of other team members, taking corrective action as appropriate.
- Responsible for all and/or major segments of multiple project output and deliverables.

- Writes and edits descriptive tools, manuals, reports, training materials, presentations, proposals and other technical documents.
- Researches, analyzes, and composes technical data for clarity, brevity and appropriate style and terminology.
- Reviews and performs technical editing for organization, format, consistency, quality, layout and preparation for production, accuracy of content and conformance to established standards.

Senior Archivist/Records Manager I

GSA PRICE \$85.07

Minimum/ General Experience: Five years of progressive archival and/or records management experience. Knowledge of professional archival and records management methods, practices, and procedures. If proposed as a task leader, requires six months experience as supervisor/manager of project activities.

Minimum Education: Master's Degree in library science or a related field with archival coursework.

Responsibilities:

- Works as functional leader in client technical areas.
- Applies federal information and records management regulations and policies.
- Produces/ reviews substantive and complex technical documentation reflecting detailed knowledge of technical requirements of the task
- Formulates and reviews strategic plans and studies, and ensures conformance with professional standards.
- Supervises and audits database entry of records information.
- Develops and implements project plans.
- Develops, plans, organizes, and leads major segments of and/or entire consulting projects.
- Determines technical objectives, defines data requirements and methodology, and recommends staffing levels and schedules.
- Reviews and coordinates the progress of other team members, taking corrective action as appropriate.
- Responsible for all and/or major segments of multiple project output and deliverables.
- Writes and edits descriptive tools, manuals, reports, training materials, presentations, proposals and other technical documents.
- Researches, analyzes, and composes technical data for clarity, brevity and appropriate style and terminology.
- Reviews and performs technical editing for organization, format, consistency, quality, layout and preparation for production, accuracy of content and conformance to established standards.

ARCHIVIST/RECORDS MANAGER SERIES

Archivist/Records Manager III

GSA PRICE \$83.40

Minimum/ General Experience: Three years of progressive archival and/or records management experience. Knowledge of professional archival and records management methods, practices, and procedures. If proposed as a task leader, requires six months experience as supervisor/manager of project activities.

Minimum Education: Master's Degree in library science or a related field with archival coursework.

Responsibilities:

- Works as functional leader in client technical areas.
- Applies federal information and records management regulations and policies.
- Produces / reviews substantive and complex technical documentation reflecting detailed knowledge of technical requirements of the task
- Formulates and reviews strategic plans and studies, and ensures conformance with professional standards.
- Supervises and audits database entry of records information.
- Develops and implements project plans.
- Conducts structured walk-through of completed databases and works with testers and reviewers to document needed modifications.
- Participates in the design, programming, testing modification, and operation of databases.
- Provides analysis and support for internet/intranet/web site records, and electronic schedules.
- Develops and implements automated schedule systems and automated records management programs.
- Evaluates input and develops alternative design and applications proposals.
- Conducts research and develops product according to specifications.
- Identifies problems and presents and implements recommendations for their solution.
- Works independently and is able to exercise discretion, initiative, and judgment.
- Develops records schedules to according to federal regulations.
- Plans staff work schedules and coordinates assignments.
- Devises archival and records management policies and procedures.
- Appraises records for archival value.
- Develops thesauri.

Archivist/Records Manager II

GSA PRICE \$72.40

Minimum/ General Experience: One years of progressive archival and/or records management experience. Knowledge of professional archival and records management methods, practices, and procedures

Minimum Education: Master's Degree in library science or a related field with archival coursework. .

Responsibilities:

- Conducts structured walk-through of completed databases and works with testers and reviewers to document needed modifications.
- Participates in the design, programming, testing modification, and operation of databases.
- Provides analysis and support for internet/intranet/web site records, and electronic schedules.
- Develops and implements automated schedule systems and automated records management programs.
- Evaluates input and develops alternative design and applications proposals.
- Conducts research and develops product according to specifications.
- Identifies problems and presents and implements recommendations for their solution.
- Works independently and is able to exercise discretion, initiative, and judgment.
- Develops records schedules to according to federal regulations.

- Plans staff work schedules and coordinates assignments.
- Devises archival and records management policies and procedures.
- Appraises records for archival value.
- Develops thesauri.
- Assists in the preparation of processing plans and records retention schedules.
- Implements processing plans, retention schedules, and file plans individually or as a member of a team.
- Performs requirements analysis as part of a team.
- Synthesizes analysis results and program specifications as part of a team. Confers with technical personnel in planning and integrating database design and program modules.
- Assists in the development of records disaster recovery plans.
- Creates descriptive materials through application of metadata standards.
- Creates EAD encoded finding aids
- Conducts research and develops solutions for simple to moderately complex problems.
- Performs basic archival processing under supervision including determining proper level of arrangement within record groups and series and organizes records accordingly.
- Provides reference services under supervision, explains holdings and finding aids to researchers, enforces security regulations.
- Conducts records surveys under supervision.
- Boxes and prepares records for transfer to the archives/records center.
- Prepares records transfer lists.

Archivist/Records Manager I

GSA PRICE \$64.33

Minimum/ General Experience: Three months of archival or records management experience. Basic knowledge of professional archival and records management methods, practices, and procedures.

Minimum Education: Masters Degree in library science or a related field with archival coursework.

Responsibilities:

- Assists in the preparation of processing plans and records retention schedules.
- Implements processing plans, retention schedules, and file plans individually or as a member of a team.
- Performs requirements analysis as part of a team.
- Synthesizes analysis results and program specifications as part of a team. Confers with technical personnel in planning and integrating database design and program modules.
- Assists in the development of records disaster recovery plans.
- Creates descriptive materials through application of metadata standards.
- Creates EAD encoded finding aids
- Conducts research and develops solutions for simple to moderately complex problems.
- Performs basic archival processing under supervision including determining proper level of arrangement within record groups and series and organizes records accordingly.
- Provides reference services under supervision, explains holdings and finding aids to researchers, enforces security regulations.
- Conducts records surveys under supervision.
- Boxes and prepares records for transfer to the archives/records center.
- Prepares records transfer lists.

ARCHIVIST /RECORDS TECH SERIES

Archivist/Records Tech II

GSA PRICE \$54.89

Minimum/ General Experience: Minimum six months of archival or records management experience. Basic knowledge of professional archival and records management methods, practices, and procedures.

Minimum Education: Bachelors Degree

Responsibilities:

Under supervision:

- Rehouses collections material
- Performs rudimentary preservation work including fastener removal and preservation photocopying
- Assists in records inventories
- Conducts research and develops solutions for simple problems
- Assists in boxing and preparing records for transfer to the archives/records center
- Scans documents

Archivist/Records Tech I

GSA PRICE \$50.46

Minimum/ General Experience: Three months of archival or records management experience. Basic knowledge of professional archival and records management methods, practices, and procedures.

Minimum Education: Bachelors Degree

Responsibilities:

Under supervision:

- Re-houses collections material
- Performs rudimentary preservation work including fastener removal and preservation photocopying
- Assists in records inventories
- Conducts research and develops solutions for simple problems
- Assists in boxing and preparing records for transfer to the archives/records center
- Scans documents

Project Support

GSA PRICE \$59.84

Minimum/ General Experience: Two years general office experience.

Minimum Education: Bachelors Degree

Responsibilities:

- Interfaces with contractor and government personnel.
- Identifies work flow requirements and schedules job streams.
- Interprets technical documentation standards and prepares documentation according to standards.
- Reviews programs and products to ensure quality.
- Controls records and source data used in preparation of recurring reports, records, and schedules.

- Operates reproduction equipment to provide document support functions.
- Prepares graphic presentations of data.
- Performs writing and editing functions.
- Enters and verifies data.
- Provides indexing and abstracting of documents.